*Today's Date*

*Applicant Name  
Street Address  
City, State, Postcode*

Dear *Mr./Ms. Applicant*:

Thank you for the opportunity to meet with you and discuss your qualifications and experience for the position of *Job Title*.

While we were impressed with your background and experience, we have decided that another candidate's qualifications were more closely matched to our requirements. We sincerely regret that we cannot offer you employment with our organisation at this time.

You have our best wishes for success in gaining the career opportunity you deserve. We will retain your resume in our files to review for future openings for up to *six months*. In the event of an appropriate position becomes available, we will not hesitate to contact you.

We appreciate your interest and the time you have invested in interviewing with *Shellharbour TAFE*.

Yours faithfully,

*Shellharbour TAFE & Name*

Human Resources

Student name: